Submitting Lesson Plans through the Acadis Portal:

Step 1   Log in to the Portal –
https://acadis-portal.tn.gov/AcadisViewer/login.aspx

Step 2   Under the **"Training & Events**" tab at the top of the screen, choose
"**Request Lesson Plan Approval**".

Step 3   Approving Organization: TLETA – Academy Licenses
ALWAYS choose this option.

Step 4   **Course Title:** 2020 [name of department] In-Service *or*
2020 Name of Specialized Class (*do not enter anything else on this line*)

Step 5   **Course Number:** Leave this blank.

Step 6   **Course Description:** If any of the mandatory topics are included, enter
them here and then any other information you want to include about the
course.

Step 7   **Length:** Enter the number of hours in this box.

Leave the CEU box blank.

Step 8   **Effective Date:** Enter the date training begins.

Step 9   **Learning Objectives:** Every program of instruction, course, or training
activity begins with a goal. List your learning objectives here.

Step 10   **Target Attendees:** Particular group of people, identified as the intended
recipient of a training event, i.e. Full-time Law Enforcement, Part-time Law
Enforcement.

Step 11   **Expected Class Size:** example - 10 to 20 students
List the number of instructors.

Step 12   **Evaluation Procedure:**   For In-Service - testing will confirm their
knowledge they obtained from the class. For Specialized classes - testing
and/or critique will confirm their knowledge they obtained from the class.
Please list score or percentage required to pass the written exam AND to
pass Firearms qualification if applicable (minimum is 75% under POST
Rules).

Step 13   **Methods/Techniques:** List visual aids such as power points, handouts,
interaction with students. Practical training exercises, hands on instruction
from the instructors, etc.

Step 14 **Bibliography/Source:** Please list the sources for your training materials – department policies, TCA codes, specific instructor manuals, textbooks, case law, etc.

Step 15 **Other information:** Enter Start Date and End Date of Training here. Or put "Training Year 2020."

Step 16 **Instructor Qualifications:** You can list instructor qualifications in this area, if you want.

Step 17 **Specific Instructors:** Fill in as needed, but you can only add officers from your agency. Even if an instructor is listed in this dropdown section, a bio still must be attached. To insure all bios are included, scan <u>ALL</u> instructor bios to a <u>single PDF file</u> and attach (see Step 21).

Step 18 **Space Requirements:** Classroom size should be large enough to accommodate the students attending. (Classroom is adequate for 35 students, etc.) If you are going to utilize a firing range, be sure there are enough firing stations for your class.

Step 19 **Instructor Materials:** List handouts, any supplies you want to give the students to better enable them to have an enjoyable and learning experience.

Step 20 **Equipment/Supplies:** List equipment/supplies instructors will need for their class.

Step 21 **Documents:** Attach the following documents: schedule, instructor bios scanned to **one** file in alphabetical order, PowerPoints saved as PDF files, test questions and test answer key. (T/F questions are not permitted under POST Rules.)

Step 22 **Special Request:** You can list any special requests or notes in this section. It is not required.

Step 23 When you are certain everything is correct, click the "Submit for Approval" button.

Once your training has been reviewed and approved, your POST Course Number will be added to the approved courses on the Resources page of the POST website. The website is updated at the end of each week. It will be your responsibility to maintain the POST Course Approval Number.

You will need the POST Course Number to submit approved training through the portal.